

TIP ALLOCATION WORKSHEET <small>For use of this form, see AR 215-1; proponent agency is OACSIM</small>											1. PERIOD ENDING:	
AUTHORITY: 10 USC 3013 PRINCIPAL PURPOSE: Worksheet used to identify all tips reported by employees. ROUTINE USES: Used by management to determine total amount of tips received by employees which must be reported to the Internal Revenue Service for employee tax purposes. The Social Security Number (SSN) is used for identification of the individual and related records. DISCLOSURE: Disclosure is mandatory and provides for employee compensation and tax deductions												
2. INSTALLATION				3. ACTIVITY NAME				4. TYPE OF SERVICE			5. EMPLOYER I.D. NUMBER	
PART A												
6. GROSS SALES				7.		8.		9.		10.		
Cash Sales <i>a</i>	Charge Sale Without Charge Tips <i>b</i>	Charge Sales With Charged Tips (Food & beverage amount only) <i>c</i>	Total (a + b + c) <i>d</i>	8% of Gross Sales (6d x .08)		Total Reported Tips		Tips Reported by Indirectly Tipped Employees		Directly Tipped Employees Share of 8% of Gross Sales (7 - 9)		
11.		12.	13.	14.	15.	16.	17.	18.	19.	20.	21.	22.
Employee Name and SSN		Employee Gross Sales	Direct Cash Tips	Direct Charged Tips	Total Direct Tips (13 + 14)	Gross Sales Ratio (12 ÷ 6d)	Employee Share of 8% Gross (10 x 16)	Employee Shortfall (17 - 15)	Shortfall Ratio (18 ÷ 18 Total)	Allocable Amount (7 - 8)	Amount Allocable (19 x 20)	Total Minor Service Charges
PART B												
23.		Gross Sales (Col. 6d) <i>a</i>		Charge Sales With Charged Tips (Col. 6c) <i>b</i>		Charge Tips (Col. 14) <i>c</i>		Total Tips (Col. 8) <i>d</i>		Minor Service Charges Paid Out (Col. 22) <i>e</i>		
Previous YTD												
Current Period												
Year to Date												